

# APPLICATION FOR OCCUPANCY



625 Commerce Drive #112  
Hudson, Wisconsin 54016  
(715) 381-2296

Property Address:		
Start Date: / / at 4:00 pm	End Date: / /	lease ends at 12 noon

Applicant Name:	Work Phone:	Home Phone:
Co-Applicant:	Work Phone:	Home Phone:
Others Living with You:		
Current Address:	How Long?	Rent/Month: \$
Present Landlord:	Telephone:	
Previous Address:	How Long?	Rent/Month: \$

Do you have animals that will occupy the premises? <input type="checkbox"/> No <input type="checkbox"/> Yes (There is no guarantee pets are permitted.)		
Assistance Animal? <input type="checkbox"/> No <input type="checkbox"/> Yes * Additional Documentation required	How many animals Animal	
In case of emergency, whom may we contact? Name:	How many Vehicles ?	

EMPLOYMENT Current	Previous
Employer Name:	
Telephone/Supervisor: /	/
Employer Address:	
From-To Dates: / / to Present	/ / to / /
Monthly Gross Wages: \$ \$	

Social Security # - -	Birth Date:	Driver's License #
Please provide two personal references (not related to you) that we may contact:		
Name:	Telephone:	
Name:	Telephone:	

Payments Before Occupancy	Amount	Date Received Check #	Monthly Occupancy Payments	Amount
Application Fee (non-refundable)	\$ 25.00		Background Check Fee (out of state residents)	\$ 25.00
Earnest Money / Security Deposit	\$		Rent (if paid by 1 <sup>st</sup> day of month)	\$
Animal Fee's / Rent	\$		Garage # Rent	\$
Garage Security Deposit	\$		Other	\$
Rent <input type="checkbox"/> Full <input type="checkbox"/> Prorated	\$			\$
<b>Total Due Before Move-In</b>	\$		<b>Total Monthly Payment Due</b>	\$

How did you learn about this property? <input type="checkbox"/> Personal Reference <input type="checkbox"/> Advertisement <input type="checkbox"/> Driving In Neighborhood <input type="checkbox"/> APARTMENT ConNeXTion	
Please indicate the personal reference name or advertisement source:	
Have you or any person intending to occupy the premises, ever been evicted or asked to leave any rental property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you or any person intending to occupy the premises, ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Each co-applicant must complete a separate application and pay a non-refundable \$20.00 application and credit processing fee.  
PLEASE CAREFULLY READ THE REVERSE SIDE OF THIS PAGE AND THE ATTACHED GENERAL INFORMATION!**

Applicant Signature:	Date Signed: / /
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**COMMENTS:** In the space below, please describe any additional information that you feel we should be aware of in considering your application. This may include other sources of income (however, you do not need to reveal alimony, child support, or spouse's annual income, unless you want it considered in this application). You may add any comment or explanation regarding the questions above or on the first page.


**PLEASE CAREFULLY READ BELOW BEFORE SIGNING THIS APPLICATION**

The purpose of this application is to determine whether I, along with any co-applicants named hereon, qualify as a tenant. If this application is approved, the Landlord, my co-applicants and I shall sign a written rental agreement. There is no rental agreement until the time that a written rental agreement has been signed by Landlord and at least one tenant named herein.

I have paid the earnest money deposit and credit report fee indicated on this application. The earnest money deposit will be applied to my security deposit or my first month's rent if the Landlord enters into a rental agreement with me. If this application is approved, and I fail to enter into a rental agreement, the earnest money, and any subsequent payments made by me or my co-applicants, may be retained to compensate the Landlord's costs and damages, subject to the Landlord's duty to mitigate. The earnest money and any subsequent payments will be refunded to me by the end of the next business day if: (1) this application is rejected, or withdrawn before approval; or (2) if the Landlord takes no action on this application by the end of the 21<sup>st</sup> day following the Landlord's receipt of the earnest money. The application fee covers the credit report costs and is nonrefundable.

I hereby authorize the Landlord and its management agent to conduct routine housing references, employment verification, criminal background checks, public records checks, financial reference investigations. I further authorize Landlord and its management agent to investigate my credit and financial responsibility, income, rental and eviction history, and statements made in this application, and to obtain a consumer credit report on me from a consumer reporting agency that compiles and maintains files on consumers on a nationwide basis. My performance under any rental agreement that I may enter into with the Landlord may be reported to such credit-reporting agency. I authorize all listed prior landlords to disclose terms, payments and conditions of my occupancy with them.

I acknowledge that the management agent and the agents and employees thereof represent the interests of the Landlord, but they also have a duty to treat all parties fairly and in accordance with the fair housing law, and to disclose material adverse facts about the property.

I was given the opportunity to review a sample rental agreement, the rules and regulations, and all other lease addenda. I warrant and represent that I am at least 18 years of age, and that all statements herein are true and correct, to the best of my knowledge.

Notice: You may obtain information about the sex offender registry and persons registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at <http://www.widocoffenders.org> or by phone at 877-234-0085

Applicant agrees that delivery of documents and written notices pertaining to this application and, if applicable, subsequent lease documents may be accomplished by transmitting the document or written notice to the Applicant's email address given below. Each consumer providing an e-mail address below has first consented electronically as required by law.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant E-Mail Address \_\_\_\_\_

<i><b>This space is for office use only.</b></i>	
CREDIT:	COMMENTS AND SPECIAL ISSUES:
HISTORY:	
REFERENCES:	
OTHER:	
DISPOSITION: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
NOTIFIED:	
COMMENTS:	



**WISCONSIN REALTORS® ASSOCIATION**  
 4801 Forest Run Road  
 Madison, Wisconsin 53704

## RENTAL DISCLOSURE FORM

Prospective Tenant(s)' Names <i>(Please print or type)</i>	This is the location and address of the specific dwelling unit I want to rent <i>(check box if true)</i> : <input checked="" type="checkbox"/>
	Unit Number: _____
	Building: _____
	Address: _____

**Rental Application Checklist:** [Before Earnest Money or Security Deposit is Paid]  
*[Check the boxes that apply]*

- 1. Rental Agreement. The landlord gave me the opportunity to review the rental agreement (if in writing) and the current rules and regulations (if in writing).
- 2. Code Violations & Conditions Affecting Habitability of the Unit. The landlord disclosed the following:  
 The uncorrected building and housing code violation notices noted on the attached list.
  - The dwelling unit does not have hot and cold running water.
  - The dwelling unit is not served by plumbing facilities in good operating condition.
  - The dwelling unit is not served by sewage disposal facilities in good operating condition.
  - The heating facilities serving the dwelling unit are not in safe operating condition, or are not capable of maintaining a temperature of at least 67°F (19°C) in the living areas, measured at the center of the room midway between the floor and the ceiling.
  - The dwelling unit is not served by electricity, or the electrical wiring, outlets, fixtures, and other components of the electrical system are not in safe operating condition.
  - Structural or other conditions in the dwelling unit or premises that present a substantial health or safety hazard, or that create an unreasonable risk of personal injury.
- 3. Promises to Repair. The landlord has put any promises to repair the unit in writing and I have received a copy.
- 4. Utility Charges. *[Tenant pays all Utility Charges that are Separately Metered or subject to Cost Allocation.]*

Utility Charges Chart	Electric	Heat	Water Bill	Unit Gas	Air Cond.	Hot Water	Trash/Recycling
<b>Included in Rent</b>							
<b>Separately Metered</b>							
<b>Cost Allocation *</b>							

\*The landlord explained how my share of these costs would be calculated.

- 5. Earnest Money Receipt.  
 The landlord gave me a receipt when I paid the earnest money (paid in cash, receipt requested, etc.).
- I did not receive a receipt (paid the earnest money by check with a notation stating the purpose of the check, no earnest money required, etc.).  
 Notice: You may obtain information about the sex offender registry and persons registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at <http://www.widocoffenders.org> or by phone at 877-234-0085.

**The undersigned have read and dated this first page of this Rental Disclosure Form and have received all indicated information and documents:**

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(Prospective Tenants' Signatures) ▲ \_\_\_\_\_ (Date) ► \_\_\_\_\_

***Please tear off this page and keep it for future reference.***

The attached form is an application to lease a residence. IT **IS NOT A LEASE OR RENTAL AGREEMENT**. We have outlined below our process for rental and move in. If this is your first leasing experience with us, you may find the information will answer many of your questions. If you have any additional questions, please feel free to contact your property manager.

#### **APPLICATION**

The attached form is **not a lease or rental agreement**. The purpose of the application is to determine if you qualify as a tenant. If your application is approved, you will need to sign a rental agreement. You and the Landlord do not have a rental agreement until one is signed by all parties.

Your application will not be reviewed until it is complete, signed by you, and accompanied by a credit report fee (application fee) and earnest money deposit. **Upon approval, the application becomes an agreement by you to sign the lease, and take possession of the requested rental property on the indicated Move-In date.** If you requested any special conditions such as animals, painting, or specific repairs, they should be noted in the "comments" section on the application form. The earnest money you will give us with the application will be applied to the security deposit. You will also give us a **non-refundable application fee of \$25** per applicant that pays for your credit report.

#### **LEASE SIGNING**

A sample rental agreement is available for your review at the rental office. Please ask to review it. **If your application is approved, the balance of the security deposit is due within 48 hours.** A rental agreement will be prepared under the terms specified in this application for your signature. You **must make an appointment** with your property manager for signing. **At the time you meet, you should be prepared to pay the first month's rent.** All rent is calculated from the first of the month and is due on the first. If you are moving before the first, you will be asked to pay a daily rate (prorated rent) until the end of the month.

#### **JOINT RESPONSIBILITY**

If other adults intend to live with you, they must all sign the rental agreement. **Each adult occupant must fill out a separate application.** Many residents with roommates agree between themselves on a method of splitting housing expenses. However, **the rental agreement makes each individual responsible for the entire obligation under the rental agreement.** If a roommate does not pay, you are still liable for the entire amount. Prompt payment discounts are forfeited unless the **entire** amount due is received in the rental office by 5:00 PM on the 1<sup>st</sup> day of the month. We recommend that one person take responsibility for getting the rent paid to us on time.

#### **RULES AND REGULATIONS**

A copy of the Rules of Occupancy is available for your review at the office. You should thoroughly understand the m before making an application to rent from us. You will receive copies of your rental agreement and rules at signing.

#### **KEYS AND MOVE-IN**

Occupancy is permitted beginning at 4:00 PM on the first day of your rental agreement. Your occupancy ends at 12:00 noon on the last day of your rental agreement. Keys will be provided on or before the day that you are scheduled to move in. If you are given the keys early, you do not have any right to enter the unit prior to the day agreed upon in your rental agreement. Moving in early is a violation of the rental agreement and hinders the maintenance crews trying to prepare the unit for you. Before you move your belongings in, please make a thorough inspection. Walk through the unit and note any damages that may have been done by the previous resident. Fill in the move-in checklist and return the pink and yellow copies to the office within seven days. The white copy is for your records. **You may be held responsible for damages not noted on the move-in checklist.**

#### **UTILITIES**

If you are responsible for payment of utilities, **you must arrange with the utility companies to put service in your name prior to the day you move in.** If this is not done you may find the utilities are not on when you move in or they may be disconnected while you are there. We cannot be responsible for these occurrences and advise you to make application with the utility companies as early as possible.

#### **SPECIAL NEEDS**

If you have a disability covered under Wisconsin Statutes 101.22, we will permit reasonable modifications to afford you full enjoyment of the housing. We must approve any modifications in writing. If you have such disability, please inform us in the "comments" section of the application so we may work with you to accommodate your needs.

#### **DISPUTE RESOLUTION**

If your application is declined, or if you have any disputes that cannot be resolved with your property manager, you may request review by a supervisor. Your property manager will provide you with details on request.